



A Guide for Parents, Carers and Teachers:

Frequently Asked Questions



Queen Margaret University
EDINBURGH

Dear Parent, Carer or Teacher

Thank you for submitting a question to us about QMU Children's University.

We have put together this Frequently Asked Questions document in order to help answer your regular questions. We hope you find it useful. If there is anything you need to know that is not answered in this guide, please let us know and we will add to this guide as the scheme develops.

We are delighted that so many of you are engaged with QMU Children's University and would like to extend our thanks to you for embracing the scheme and supporting your young learners through their exciting journey!

We look forward to seeing you at a QMU Children's University Graduation in the future.

With best wishes,



Head of Outreach and Community Engagement
Queen Margaret University

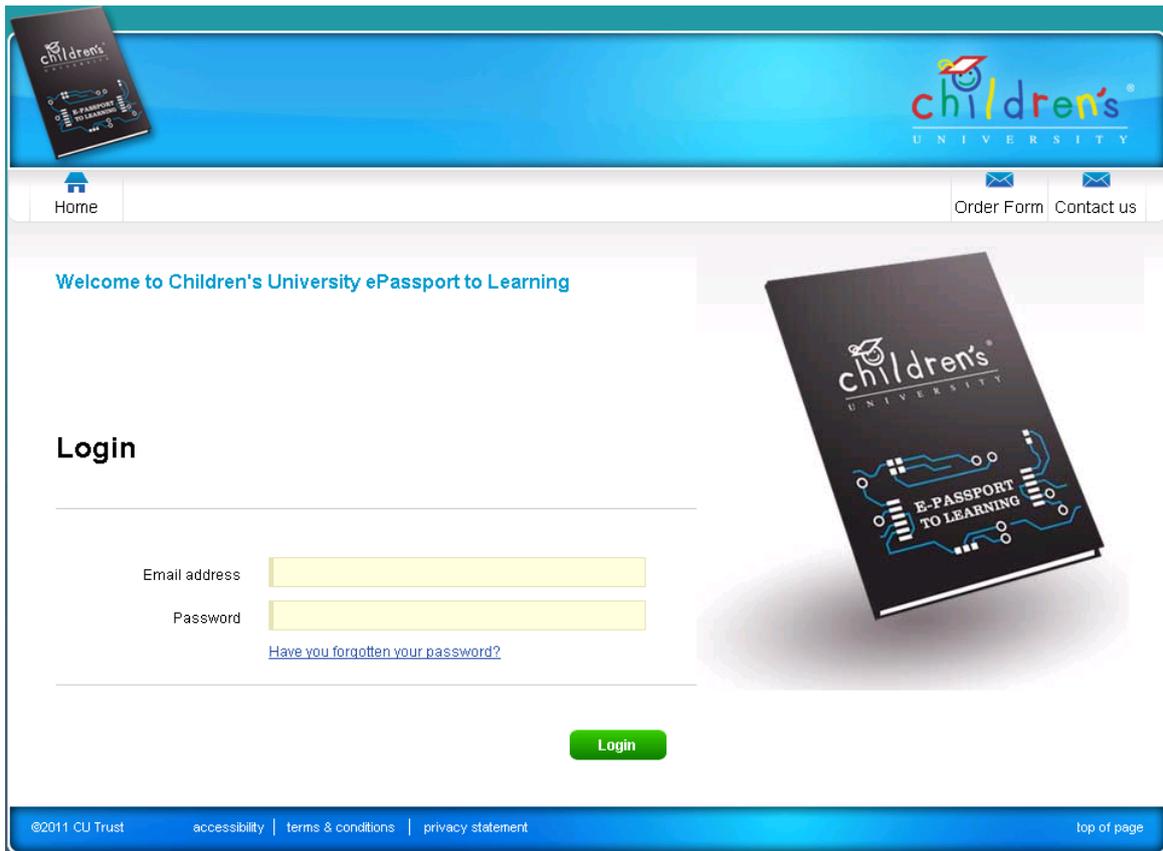
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- **Where is the e-passport website – I can't find a link on the Children's University website?**

Because the e-passport site is a secure website which should only be accessed by registered children, there is no link on the official CU Website. However, Children's University Trust is looking at redevelopment of the main site, including a e-passport app, and they are giving this issue due consideration.

In the meantime, the link is <https://epassport.f2uni.com/Public/Login> and we suggest saving this as a "favourite" on your computer so that you can access it easily. The log in screen looks like this:



The screenshot shows the login page for the Children's University ePassport to Learning. The page has a blue header with the Children's University logo and navigation links for Home, Order Form, and Contact us. The main content area features a login form with fields for Email address and Password, a 'Login' button, and a link for 'Have you forgotten your password?'. A large image of the e-passport book is displayed on the right side of the page. The footer contains copyright information for 2011 CU Trust and links to accessibility, terms & conditions, and privacy statement.

- **I can't log in – help!**

All pupils have been allocated a fictional email address for log in purposes. This is always in the format of (first initial)(surname)@(school name).ac.uk, for example, jsmith@kingsmeadow.ac.uk, abrown@knox.ac.uk

Similarly, we have used the same format for all passwords, which are required to have a capital letter, a lower case letter, a number and a symbol. They are all formatted as (First initial in capital)(surname in all lowercase)(passport number)#, for example Jsmith123456#, Abrown234567#

If you still cannot access your child's e-passport, please get in touch with us via the "Have you forgotten your password" link on the log in page.

- I can't find the list of activities in my area that my son/daughter could take part in!

There is a search facility on the e-passport site.

Once logged in, the 'Activities' page is accessed by clicking the Activities button found towards the top of every page.

Top activities in your school [more...](#)

- [Orchestra](#) ★★★★★
- [Hockey Club](#) ★★★★★
- [Computer Club](#) ★★★★★
- [Basketball Club](#) ★★★
- [Football Girls](#) ---

Other top activities in your area [more...](#)

- [Dance Classes](#) ★★★★★
- [Haddington and District Swimming Club](#) ★★★★★
- [Children's University Video Shoot](#) ★★★★★
- [Fiddlesticks Orchestra](#) ★★★★★
- [Andrea Mannion Dance School](#) ★★★★★

Other top national activities [more...](#)

- [Outdoor Activity Week](#) ★★★★★
- [Let's Get Reading!](#) ★★★★★
- [The Scottish Parliament: Visit and Learn](#) ★★★★★
- [Glasgow Ski and Snowboard Centre](#) ★★★★★
- [Summer Reading Challenge!](#) ★★★★★

[Browse and search available activities](#)

Recent activities at your school

	<p>Millie Sandison Computer Club, Kingsmeadow Primary School, Queen Margaret CU (SCO) 09 December 2014 ★★</p>	<i>No pictures uploaded</i>	
	<p>Eilidh Towler Computer Club, Kingsmeadow Primary School, Queen Margaret CU (SCO) 09 December 2014 ★★</p>	<i>No pictures uploaded</i>	
	<p>Eilidh Towler Dance Classes, Red Flame Dance, Queen Margaret CU (SCO) 08 December 2014 ★★★★★</p>	<i>No pictures uploaded</i>	
Leila Maycock		<i>No pictures uploaded</i>	

Here you can view details of recent Activities completed by all the pupils at your school. The page is split into two sections:

- 'Top Activities' – there are 3 boxes along the top. The first box shows the top five highest rated activities within your school. The second box shows the top five highest rated activities within your area (not including your school). The third box shows the top five highest rated activities nationally (not including those in your school or area). Clicking an activity's name will show details of that activity (see 'Activity Details', below). Clicking on the 'more...' buttons will take you to the 'Top Activities' page, allowing you to see more popular activities.

- ‘Recent Activities’ – this section shows the rating, comments and pictures for recent activities completed by other pupils at your school. Clicking on an activity’s hyperlink will open a new page so it can be seen in more detail.

If you click the “Browse and search available activities” button, you will be able to search by:

1. Activities at my school

The screenshot shows the Children's University website interface. At the top, there is a navigation bar with icons for Home, News, Passport, Activities, Gallery, My profile, Awards, Logout, and Contact us. Below the navigation bar, a breadcrumb trail reads "You are in: Home > Activities > Browse activities" and a login status "You are currently logged in as: Seamus Maguire".

A search filter section asks "Which type of activities would you like to see?" with three buttons: "Activities at my school" (highlighted in green), "Activities in my area", and "All public activities". To the right, there is a search input field and a "Search" button.

The main content area displays a list of activities:

- Computer Club**: Come along to the Computer Club and learn lots and have fun. Tuesdays 3.15 - 4.15. Keywords: COMPUTER, ANIMATION, KINGSMEADOW, GAMES. This activity is for students aged between 7 and 11 years and takes 1 hour. [more](#)
- Running Club**: Come along to the Running Club and improve your fitness levels. Keywords: RUNNING. This activity is for students aged between 7 and 11 years and takes 20 minutes. [more](#)
- Hockey Club**: Come along to the Hockey Club and improve your fitness levels and learn lots about this fast-paced and skilful game. Keywords: HOCKEY. This activity is for students aged between 7 and 11 years and takes 30 minutes. [more](#)
- Dance Club**: Come along to the Dance Club and improve your fitness levels and learn lots of different dance styles and techniques.

2. Activities in my area



[Home](#) [News](#) [Passport](#) [Activities](#) [Gallery](#) [My profile](#) [Awards](#) [Logout](#) [Contact us](#)

You are in: [Home](#) > [Activities](#) > [Browse activities](#) You are currently logged in as: [Seamus Maguire](#)

Which type of activities would you like to see? You can also add a word or phrase to search for

[Activities at my school](#) [Activities in my area](#) [All public activities](#) [Search](#)

Edinburgh Butterfly & Insect World

Edinburgh Butterfly & Insect World, Queen Margaret CU (SCO) 

It's Creepy...It's Crawly... It's a Jungle in here!
Find out about the lifecycle of butterflies; join our experts and get the chance to handle tarantulas, snakes and millipedes

As well as seeing all of these incredible creatures and having an unforgettable time, you'll also be helping us support the conservation of threatened species and habitats throughout the world.

CU members will receive a free butterfly identification sheet when they get their Passport to Learning stamped.

Keywords: BUTTERFLIES REPTILES INSECTS SNAKES ANIMALS

This activity is for students aged between 5 and 14 years and normally takes about 1 hour 30 minutes
[more](#)

Gymnastics

Gorebridge Leisure Centre, Queen Margaret CU (SCO) 

Gymnastics class for under 16s.

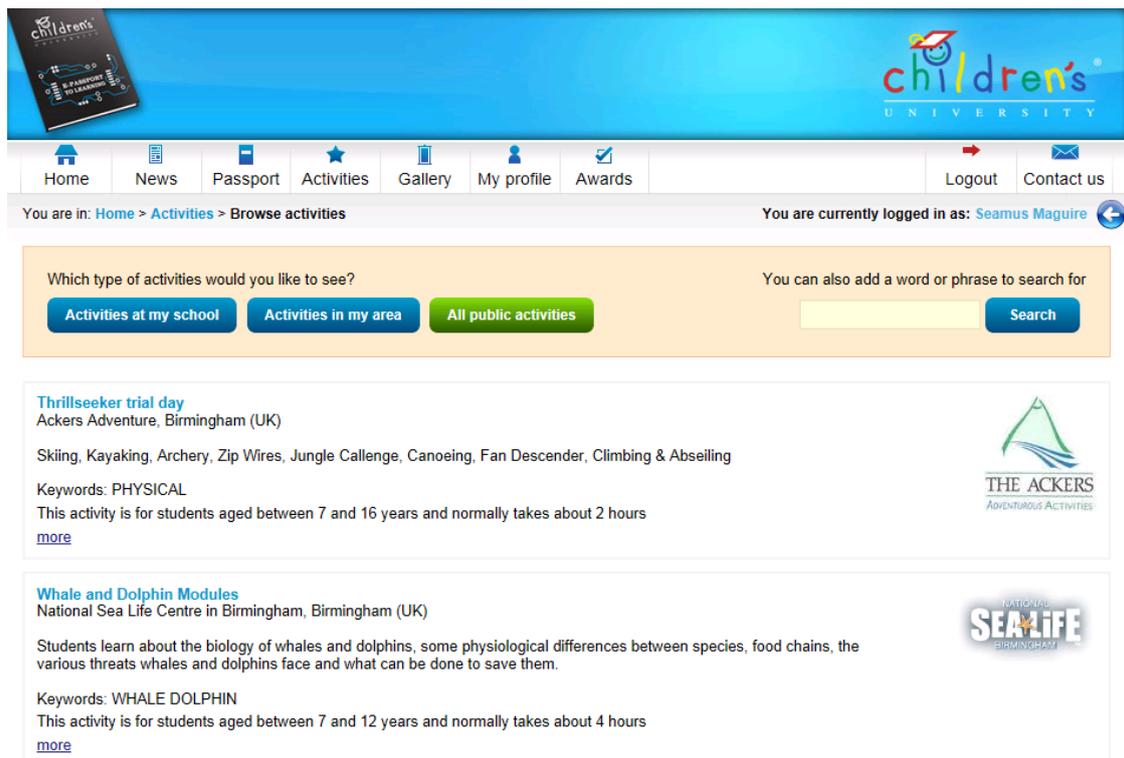
Beginners can learn on Mondays at:
4.00-5.00pm
4.45-5.45pm
or on Saturdays at 12.13-1.30pm

There are ELITE Gymnastics classes on Saturdays from 1.30pm - 4.30pm

Keywords: GYMNASTICS, FUN, FITNESS

This activity is for students aged between 7 and 16 years and takes 1 hour
[more](#)

3. All public activities



The screenshot shows the Children's University website interface. At the top, there is a navigation bar with icons for Home, News, Passport, Activities, Gallery, My profile, Awards, Logout, and Contact us. Below the navigation bar, a breadcrumb trail reads "You are in: Home > Activities > Browse activities". On the right, it says "You are currently logged in as: Seamus Maguire". A search filter section asks "Which type of activities would you like to see?" and has three buttons: "Activities at my school", "Activities in my area", and "All public activities" (which is highlighted in green). To the right of these buttons is a search input field and a "Search" button. Below the filter section, two activity listings are visible. The first is "Thrillseeker trial day" by Ackers Adventure, Birmingham (UK), listing activities like Skiing, Kayaking, Archery, etc., with keywords "PHYSICAL" and a duration of about 2 hours. The second is "Whale and Dolphin Modules" at the National Sea Life Centre in Birmingham, Birmingham (UK), with keywords "WHALE DOLPHIN" and a duration of about 4 hours. Logos for "THE ACKERS ADVENTUROUS ACTIVITIES" and "NATIONAL SEALIFE BIRMINGHAM" are shown next to their respective activity listings.

- **My son/daughter takes part in an activity that is not listed. How do I get it on the website?**

There is a formal process to complete in order to become a Children's University Learning Destination. All learning destinations which provide activities that can be credited in the Passport to Learning are validated to a national framework. Validators, who have undergone training to a national standard, ensure that learning destinations meet the following criteria:

- Activity is available to 5-14 year-olds, on a voluntary basis and outside of normal school hours
- The learning outcomes and benefits are clear for the children
- There is awareness of the needs of children and how they are stimulated to learn
- The learning destination provides opportunities for different styles of learning and for children to take on different roles and responsibilities
- Children engage in thinking, questioning, problem-solving and collaborative learning
- The activity makes full use of the local context as well as physical/human resources
- The learning broadens horizons and raises aspirations
- There are opportunities to celebrate achievement and boost confidence
- There is monitoring and evaluation of the quality of the provision
- The learning is fun and interactive
- Children are asked for feedback

Responsibilities of the Public Learning Destination:

- To have an identified individual for Children’s University within the organisation who will act as the main contact for all aspects of implementation, delivery, monitoring and evaluation
- To comply with all relevant health and safety legislation and to provide evidence of public liability insurance
- To comply with all relevant child protection legislation and to provide evidence of the safeguarding policy.
- In partnership with Queen Margaret CU, identify and develop appropriate activities to be validated that are fun, interactive and imaginative
- To display a Children’s University certificate so it is easy for pupils to see
- To ensure that staff are aware of Children’s University and are equipped to stamp/sign Children’s University Passports for pupils
- To ensure that learners understand how they can earn stamps for their Passport to Learning at the public learning destination

Responsibilities of Children’s University

- To provide a main point of contact for the scheme
- To work in partnership with schools and learning destinations to identify and validate appropriate activities
- To check insurance and child protection protocols and procedures are in place
- To provide a certificate for the destination to display
- To promote the public learning destination on the website and via the E-Passport
- To monitor and evaluate the scheme
- To meet at least once a year with the public learning destination coordinator to exchange feedback and explore areas for further development

For further information contact Mary De La Pena: Mary.DelaPena@childrensuniversityscotland.com

The “Planning for Learning – Record of Validation” form that we require to be completed before any activity can be verified and uploaded to the system is attached in **Appendix A** and you can use this to submit a request for an activity to be added to the database. Before sending it to us, please ensure the potential learning destination has completed Part A before the validation visit, detailing the aims, objectives and intended learning outcomes of the activity. The Children’s University validator will then arrange to meet at the site where the activity takes place to explore any issues around purpose and planning, engagement of learners and feedback. Part B is completed by the CU validator. Once the learning destination is approved, details are published on the national Children’s University website: www.childrensuniversity.co.uk and promoted through the local centres to encourage children (and their families) to start their learning journey.

- **How do we use the e-passport?**

Every pupil has an e-passport which allows the school and QMUCU to view the activities being undertaken and the number of hours your child has completed.

The Home Page for pupils looks like this:

The screenshot shows the home page of the Children's University e-passport system. At the top, there is a navigation bar with icons for Home, News, Passport, Activities, Gallery, My profile, Awards, Logout, and Contact us. Below this, a status bar indicates the user is logged in as Seamus Maguire. A green notification banner says "Hi Seamus, welcome back to your Passport!". The main content area is divided into several sections:

- Noticeboard:** Contains two news items. The first is about the National Mining Museum being validated as a learning destination (dated 23/06/2014). The second is about new learning destinations for Scotland (dated 15/04/2014), including Edinburgh Butterfly and Insect World.
- My activity total:** A red box showing "Well done Seamus. You have completed 23 hrs 45 mins of passport activities." and "Only 6 hours 15 minutes of activities needed until your next award".
- Recent school activity:** A green box listing four recent activities: Eilidh Towler - Computer Club (1 hour on 09/12/2014), Millie Sandison - Computer Club (1 hour on 09/12/2014), Eilidh Towler - Dance Classes (45 minutes on 08/12/2014), and Leila Maycock - Andrea Mannion Dance School (45 minutes on 08/12/2014).
- Recent school images:** A green box with a link to "More recent school images".
- My recent activity:** A yellow box listing three recent activities: Haddington Junior Hockey Club (1 hour on 03/12/2014), Hockey Club (30 minutes on 02/12/2014), and Group Music Lessons (45 minutes on 28/11/2014).

 There are also two "advert space" boxes on the right side of the page. At the bottom, a footer contains copyright information (© 2011 - 2013 CU Trust), accessibility links, terms & conditions, privacy statement, website information, developer information (F2Uni Limited), and a "top of page" link.

It can also be accessed by clicking the 'Home' button towards the top of every page. It is mainly a summary of information from other pages, which are all described in detail elsewhere and is split into a number of areas:

- 'Noticeboard' – this area shows the recent news items. Clicking the 'More Notices' link will take you through to the 'News' page
- 'Recent School Activity' – this area shows the four most recent activities from the pupil's school. Clicking the 'More recent School Activity' link will take you to the Activities page
- 'Recent School images' – this area shows the four most recent images uploaded in association with activities at the school. Clicking the 'More recent School images' link will take you to the 'Gallery' page

- ‘My Activity total’ – this gives you a summary of how many hours of activities you have completed, which award you are eligible for and how many hours of further activities are required for your next award
- ‘My recent Activity’ – this area gives details of the three most recent activities you have completed
- ‘Advert area’ – this area can display up to two adverts but QMUCU is not using this area yet so do not expect to see anything here

“Your Passport” page

The screenshot shows the 'Your Passport' page. At the top, there is a navigation menu with links for Home, News, Passport, Activities, Gallery, My profile, Awards, Logout, and Contact us. Below the menu, it says 'You are in: Home > Your passport' and 'You are currently logged in as: Seamus Maguire'. A button 'Add an activity to your passport' is visible. The main content is a table of activities:

Date	Hours	Activity	Stamp of approval	
03/12/2014	1 hour	"Haddington Junior Hockey Club" Rating: ★★★★★		Update
02/12/2014	30 minutes	"Hockey Club" Rating: ★★★★★		Update
28/11/2014	45 minutes	"Group Music Lessons" Rating: ★★★★★		Update
26/11/2014	1 hour	"Haddington Junior Hockey Club" Rating: ★★★★★		Update
22/11/2014	5 hours	"Children's University Video Shoot" Rating: ★★★★★		Update

Below the table, there is a pagination control showing 'page 1 of 4' and a legend for activity ratings: Not that good (1 star), OK (2 stars), Good (3 stars), Very Good (4 stars), Brilliant (5 stars). To the right of the table is an avatar of a child and a message: 'Only 6 hours 15 minutes of activities needed until your next award'. A button 'Show award types' is also present.

At the bottom of the page, there is a footer with copyright information: © 2011 - 2013 CU Trust, accessibility | terms & conditions | privacy statement | visit the Children's University website | developed by F2Uni Limited, and a link to 'top of page'.

Here you can view and update the details of activities your child has completed and add the details of new activities. The page is split into two sections:

- ‘Activities table’ – this section displays a table of the activities that have been entered into the E-Passport, starting with the most recent, along with buttons allowing you to enter new activities and update existing ones
- ‘Avatar’ – this section displays your child’s Avatar, the image that is used to represent them within the system. Underneath the Avatar is information on the award for which your child is currently eligible, and the activities required for the next award

Adding an activity to the passport

To add an Activity to your child's passport, click the 'Add an Activity to your passport' button. This will display a new panel in the centre of the screen.

The screenshot shows the 'Add a new activity' form with the following details:

- Which area or local cu did the activity take place in? Queen Margaret CU
- Where did the activity take place? Kingsmeadow Primary School
- Which activity was it? Computer Club
- When did you do this activity? December 2014 (Calendar showing the 11th selected)
- How long did you spend doing the activity? 1 hours and 0 minutes
- How would you rate this activity? Very good

Buttons: Save, Cancel

To continue you will need to provide the following information:

- The Activity that has been completed:
 - First, make a selection from the 'Which area or Region did the Activity take place in?' list. This list will contain 'My School', 'My area' and all the available Regions
 - Second, make a selection from the 'Where did the Activity take place?' list. This list will contain all the available Learning Destinations located in the Region you have just chosen. If 'My School' has been chosen, only Learning Destinations owned by your School will be shown. If 'My area' has been chosen, only Learning Destinations in your Region that are not owned by your School will be shown
 - Finally, make a selection from the 'Which Activity was it?' list. This list will contain all the available Activities at the Learning Destination you have just chosen
- The date on which the Activity was completed:
 - Click a date on the calendar to choose the date of the Activity. You can move through the months by clicking the arrows in the top corners
- The time spent on the Activity:
 - If the Activity you have chosen is marked as being of variable length, you can use the 'hours' and 'minutes' lists to specify the length of time spent on the Activity. If the Activity is marked as being of fixed length, these lists will be greyed-out

- A rating for the Activity:
 - Make a selection from the 'How would you rate this Activity?' list

Having entered these details, you can click 'Save' to return to the 'Passport' page, where a confirmation message will be displayed and your newly entered Activity will be visible. Alternatively, click 'Cancel' to return to the 'Passport' page without adding this Activity.

- **My child has reached over 100 hours – will they receive additional awards for this?**

There are various levels of certificates, from the bronze undergraduate award (30 hours) to a gold doctorate fellowship (1000 hours). Your child can continue to work towards these different levels, and we will provide certificates, but due to the number of children taking part in QMUCU, we cannot guarantee that they will be able to attend a ceremony at every stage. Levels are:



The screenshot shows the Children's University website interface. At the top, there is a navigation menu with links for Home, News, Activities, Gallery, My profile, Admin, Logout, and Contact us. Below the menu, the user is logged in as Karen Cullen. The main content area displays a table titled 'Achievements and awards' with the following data:

Achievement level	Award type	Hours required to achieve the award		
		Bronze	Silver	Gold
Undergraduate	Award	30	65	100
Undergraduate	Certificate	130	165	200
Undergraduate	Diploma	230	265	300
Undergraduate	Degree	330	365	400
Postgraduate	Award	430	465	500
Postgraduate	Certificate	530	565	600
Postgraduate	Diploma	630	665	700
Postgraduate	Masters Degree	730	765	800
Doctorate	Doctorate	830	865	900
Doctorate	Fellowship	930	965	1000

At the bottom of the page, there is a footer with copyright information: © 2011 - 2013 CU Trust, accessibility, terms & conditions, privacy statement, visit the Children's University website, developed by F2Uni Limited, and a top of page link.

- **When will the Graduation Ceremonies take place, where will they be and how do I ensure my child is included?**

Graduation ceremonies will take place 3 times per academic year. Queen Margaret University will organise these and will request pupil information from the schools regarding who is eligible to attend a ceremony. Therefore, you should speak to your school's Children's University Coordinator to ensure they include your child's name when requested. Please note, in order to graduate your

child **must** have logged all their hours in the e-passport. This allows the CU Manager at QMUCU to verify the correct number of hours has been completed.

- **How are activities verified and who determines their “value” for the passport?**

Following the initial verification process detailed in previous pages, Queen Margaret University Children’s University has carried out an audit of all activities on the database after 1 year of operation. This was completed with the input of the Chief Executive of CU Trust Scotland in order to ensure consistency at a national level, and is being used across Scotland in other Children’s Universities.

There will be a minimum of 30 minutes allocated to any activity (unless it is a restricted school activity and the school has set the time at less than 30 minutes) in order to recognise the organisation, time and effort in attending the venue on a regular basis.

The guidelines for allocated times for each public learning activity are detailed in the table below:

Activity	Session/Class length	Allocated time for Passport
Guides/Scouts/Cubs/Brownies/ Beavers/Rainbows		FIXED 1 hour
In school lunch clubs		FIXED 30 minutes
After school clubs		FIXED 1 hour
ALL sports activities, including dance and active schools activities	Up to 1 hour 60-89 minutes 90-119 minutes 120-179 minutes 180 minutes +	Minimum 30 mins FIXED FIXED 45 minutes FIXED 60 minutes FIXED 90 minutes FIXED 120 minutes

Our key principle is that the hours included relate to **Learning** within an activity, and will not necessarily include the whole session. As an example a Youth Club meeting lasting 2 hours may only be eligible for 1 hour of *Learning Activity* to be recorded in the *Passport To Learning* as some of the session will be given over to socialising, an equally important part of the evening but not a formal learning experience.

- **Is there a limit on how many activities can be used in order to gain an award?**

Encouraging children to try **new activities** and **unfamiliar experiences**, and promoting independence in learners is a key principle of Children’s University learning. Within any award there should be a mix of activities, ideally no more than a third of any award spent on a single activity.

For example: A 30 hour CU Award could be made up of:

- 10 hours of Swimming Club activities (practice, competitions, coaching)
- 4 hours of Brownies (Badgework is the main focus of learning)
- 10 hours of school clubs (e.g. Chess, Cookery)
- 6 hours of music (tuition, practice, performance)

- **But my son/daughter takes part in a single activity, eg elite gymnastics squad, and trains for 10 hours per week. Why can't all those hours count?**

As well as signposting new activities, we do want to encourage children to become **resilient** and **persevere** with an activity they are good at.

Regular participation in validated uniformed organisations, sports clubs and teams, music practice and performance can all be included in the *Passport to Learning*.

However, to maintain the breadth of learning, individual clubs or groups should account for no more than *30 hours in any one school year, or ten hours per school term* and ideally no more than a third of any award should be spent on a single activity.

- **What about activities with faith organisations?**

Children's University *Learning Activities* must be open to all, and we do not include in the *Passport to Learning* instructional classes based on adherence to a single faith.

Where activities are voluntary, open to those of all faiths and none, and encourage children to explore faith and beliefs more broadly, they may be considered for validation.

Appendix A

Children's University™ 'Planning for Learning' - Record of Validation	
Part A <i>To be completed by the 'Learning Destination' provider prior to the visit / conversation</i>	
Name of Learning Destination	
Lead Person and Contact Details <u>To include:</u> Full address of Learning Destination (LD) including postcode Contact at the LD Telephone number at LD Email address at LD Website of LD	
Title of Learning Activity (different activities to be detailed separately)	
Min/max age	
Duration – hours and minutes. Is duration fixed?	
Purpose (including aims, objectives and intended outcomes)	

Summary of Learning Activity	
Safeguarding children	
<i>The Children's University™ validation process assures the quality of the learning. I acknowledge that matters of Health and Safety, Public Liability and Safeguarding remain the responsibility of the learning provider. I acknowledge that all Public Learning Destinations are expected to operate to their statutory requirements in these areas.</i>	
Signature	
Date	
Organisation	
Part B To be completed by the Children's University™ 'Planning for Learning' CU Validator	
Date and Place of Validation Meeting(s)	
Issues to be Explored (from Part A and any other pre-validation evidence)	
Evidence and Resolution of Issues (from <i>'Planning for Learning Part B: The Do-ing'</i>)	

Feedback Provided	
Next Steps	

Children's University™ 'Planning for Learning' CU Validator (print name)	
Signed	
Local Children's University™	Queen Margaret University Children's University
Date	

Part C To be undertaken by the Children's University™ 'Planning for Learning' CU Validator or Children's University™ Manager

1. The completed **Children's University™ 'Planning for Learning' - Record of Validation** to be:
 - retained by the local Children's University™ for a period of 3 years
 - sent to the approved 'Learning Destination' as evidence
2. The **Children's University™ 'Learning Destination' Summary** ('Planning for Learning' - page 31) to be posted on the website for 'Passport To Learning' holders to access

Validated by (local Children's University™)	Queen Margaret University Children's University
Date	